

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

MAINTENANCE TINSMITH

Position Code: K5600

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, performs journeyman tasks in the construction, installation and repair of sheet metal articles in varied applications and maintenance of air handling equipment.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Performs general work as a tinsmith in the installation, repair and construction of gutters, downspouts, ventilators, heating ducts, skylights, metal roofs and ceilings, canopies, partitions, flashings, metal cornices, valleys and ridging; installs and dismantles shelving.
2. Solders broken metal joints and seams.
3. Maintains and sharpens hand tools and light metal working machinery.
4. Maintains and repairs air handling equipment including changing bearings, filters, and belts and aligning motors.
5. Supervises workers assisting in the normal performance of tinsmith duties.
6. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of eight years elementary school and experience necessary to qualify as a journeyman tinsmith.

Knowledge, Skills and Abilities

Requires working knowledge of the tools, materials, methods and standard practices of the trade of tinsmithing.

Requires ability to train and direct unskilled workers.

Requires skill in the use of tools and machines of the trade.

Requires ability to read, interpret and work from plans, simple drawings or sketches.

Requires willingness to travel and possession of a valid Illinois driver's license.

Approved by the Secretary of State Merit Commission – October 11, 1977

Effective – October 16, 1977

Revisions approved by the Secretary of State Merit Commission - July 19, 2006

Effective - July 19, 2006